CCCL-4

Assistant Director Research and Reports   9 September 1957

Chief, Intelligence Information Staff

ORR Requirements

1. For some time I have been planning to discuss with Chief, RQM/FI a number of ways in which collection in response to ORR needs might be improved. We have recently had reports of several ORR trips to field installations; I feel that we should make the approach while these comments are still valid.

25X1A9a 2. A major area for discussion is the requirements process. ▮▮▮▮▮▮ has already put in writing a sound approach to this problem (copy attached). This is an area where the initiative must come from ourselves and where the returns should be in direct ratio to the investment that we are willing to make. If we take the initiative in this matter, such mechanical problems as prompt transmission to the field and the wide availability of requirements to secondary posts should follow almost automatically. A slight extension of this subject is the provision by headquarters of maps, finished reports, and other background material which might be useful to field posts.

3. A second area for discussion would be the entire DD/P reports process. FI has always welcomed spot comments on individual reports, but a more general discussion would appear to hold far greater promise of improved usefulness of reports to ORR. Specifically I would like to discuss the following:

    a. Amount of Editing.

        (1) Can the delay in distribution of some field reports be cut down by simplified editing, and possibly by less pre-publication consultation among DD/P desks which have incidental interest?

        (2) Should special arrangements be worked out for GIS finished reports and other materials that can be handled as a series?

    b. Priority Routing.

        (1) When an item is of priority interest to ORR, can use be made of advanced copies?

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(2) When the final issuance of a report is likely
to be time consuming, can an advance copy be made avail-
able to ORR?

(3) St/I is ready, willing, and able to indicate
degrees of ORR need for individual documents or groups of
documents. This can be done before or after distribution.

4. A third general area for discussion is that of briefings. It
is nearly two years since ORR's initial attempt in this direction.
Several members of FI have indicated that a follow-up briefing would be
most welcome. Equally important are briefings for DD/P personnel in
the field. I believe that the present program for briefing Chiefs of
Stations is quite satisfactory, but almost nothing has been done to
get at the key members of individual procurement programs, such as the

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5. I propose the following steps:

a. ORR Briefing by AD/RR and Senior ORR Officers for
25X1A9a ████████████████████████████ and such members of his staff as
he wishes to include.

b. Briefing by St/I for Reports and Requirements Officers
within RQM as well as those in other components of DD/P.

c. Discussions with ORR Area and Division Chiefs and Chief,
St/FM, followed by discussion between St/I and RQM along the lines
of the attached proposal by ██████████ (if a and b are delayed
more than a few weeks this discussion on requirements could take
place first).   25X1A9a

d. Discussion between St/I and RQM on possible extension
of briefing program for outgoing DD/P Officers (this discussion
could take place without regard to the other proposals).

e. Discussions between St/I and RQM on criteria for release
of reports; alternative methods of handling reports to meet un-
usual circumstances; briefing of additional outgoing officers;
etc.

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6. With your approval, I should like to start action along
the lines indicated.

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Attachment:
    St/I/R memo, 20 Aug 57,
    ORR Requirements,
    A Preliminary Report
    (with two Appendices)

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